



UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
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| APPLICATION NUMBER | FILING/RECEIPT DATE | FIRST NAMED APPLICANT | ATTORNEY DOCKET NUMBER |
|--------------------|---------------------|-----------------------|------------------------|
| 09/751,595 | 12/29/2000 | Min Zhu | M-8857 US |

CONFIRMATION NO. 8830

FORMALITIES LETTER



OC000000006038350

Paul E. Lewkowicz
SKJERVEN MORRILL MacPHERSON LLP
Suite 700
25 Metro Drive
San Jose, CA 95110-1349

Date Mailed: 05/03/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 130.

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

A copy of this notice MUST be returned with the reply.

05/23/2001 RG01TOM 00000021 192386 09751595

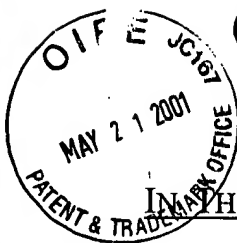
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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants: Min Zhu, Bin Zhao
Assignee: WebEx Communications, Inc.
Title: Distributed Meeting Management
Serial No.: 09/751,595 Filing Date: December 29, 2000
Examiner: Not Yet Assigned Group Art Unit: Not Yet Assigned
Docket No.: M-8857 US

San Jose, California
May 21, 2001

BOX MISSING PARTS
COMMISSIONER FOR PATENTS
Washington, D.C. 20231

RESPONSE TO NOTICE TO FILE MISSING PARTS OF APPLICATION -
FILING DATE GRANTED

Dear Sir:

In response to the "Notice to File Missing Parts of Application—Filing Date Granted" mailed by the United States Patent and Trademark Office on May 3, 2001, the following documents are enclosed to complete the filing of the above-identified patent application:

1. A declaration signed by the inventors in compliance with 37 CFR 1.63.
2. Copy of Notice to File Missing Parts of Application - Filing Date Granted.

The United States Patent and Trademark Office is hereby authorized to charge the following fees to Deposit Account No. 19-2386:

1. Surcharge for filing declaration on a date later than the filing date of the application. \$130.00

TOTAL FEES: \$ 130.00

The PTO ~~has~~ receive the following
listed item(s) as if it is dirty

Serial No. 09/751,595

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The Commissioner is hereby authorized to charge any additional fees, which may be required, or credit any overpayment to Deposit Account No. 19-2386.

It is hereby respectfully submitted that the enclosed documents complete the filing of the above-identified patent application and justify the filing date of December 29, 2000.

Please telephone the undersigned at (408) 453-9200, if there are any questions. This form is being submitted in duplicate.

EXPRESS MAIL LABEL NO:

EL 701 020 155 US

Respectfully submitted,



Paul E. Lewkowicz
Attorney for Applicants
Reg. No. 44,870

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